

KENTUCKY STATE BOARD FOR PROPRIETARY EDUCATION

**P.O. Box 1360
Frankfort, KY 40602
(502) 564-3296, ext. 227**

APPLICATION TO CHANGE THE LOCATION OF A PROPRIETARY SCHOOL

This application **must** be submitted to the State Board at least 30 days prior to the effective date of the change. The application fee of \$500 by check or money order made payable to the ***Kentucky State Treasurer*** must be submitted with this application. **DO NOT SEND CASH. The location of a licensed proprietary education school requires approval of the State Board.**

INSTITUTION INFORMATION (as appears on current license) **Date:** _____

Official name of institution: _____

Address of institution: _____

Administrative contact person, e-mail address, telephone and FAX numbers: _____

Name, address and telephone number of owner(s):

Name, address, and phone number of **new** location to appear on record:

Proposed date of move: _____

Reason for location change request: _____

Is it understood that any change in the school program(s) must first be approved by the Kentucky State Board for Proprietary Education? Yes ____ No ____

CERTIFICATION

I certify that the foregoing information is true and correct to the best of my ability and belief.

Signature of School Official

Title

Date

Signature of Notary Public

State of: _____

County of: _____

Signed and sworn before me on this _____ day of _____, 20____.

My Commission Expires: _____

Affix notary seal here:

INSTRUCTIONS:

- ? This application must be completed in its entirety and the original submitted to the State Board office for approval with the \$500.00 application fee. Fees must be paid by check or money order made payable to the **Kentucky State Treasurer. Do not send cash.**
- ? A floor plan, including dimensions, must be submitted marked as Exhibit A.
- ? Current documentation indicating compliance with all fire and safety codes must be submitted marked as Exhibit B.
- ? The facility must be inspected by the representative(s) of the State Board prior to the application being submitted for State Board review. You will be contacted by the board office to schedule this inspection.